

PARENTING TIME **(Formerly known as “VISITATION”)**

1

To Get The First Court Order

**Part 1: Completing and Filing
the Court Papers**

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SELF SERVICE CENTER

TO ESTABLISH PARENTING TIME
(formerly known as “Visitation”)

How to assemble these documents

This packet contains court forms and instructions to file a ***“Petition to Establish Parenting Time”*** if you already have a paternity and child support order. Be sure the documents are in the following order:

Order	File Number	Title	No. Pp.
1	DRV1t	Table of forms/instructions in this packet	1
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3	DRV11i	Help completing the <i>“Petition to Establish First Court Order for Parenting Time”</i>	5
4	DRFC10f	<i>“Family Court Cover Sheet”</i>	2
5	DR11f	<i>“Summons”</i>	2
6	DRV11f	<i>“Petition to Establish First Court Order for Parenting Time”</i>	6
7	DRCVG11h	<i>“Parenting Time Guidelines”</i>	6
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SELF SERVICE CENTER

FORMS AND INSTRUCTIONS

PETITION AND PAPERS FOR ORDER ABOUT PARENTING TIME (formerly known as “Visitation”)

CHECKLIST

Use the forms and instructions in this packet **ONLY** if the following factors apply to your situation:

- ✓ You already have a court order for paternity only, **OR**
- ✓ You already have a court order for paternity and child support, **AND**
- ✓ You want a court order to establish parenting time, **AND**
- ✓ The children resided (lived) in Arizona at least 6 months before you file the petition or you talked to a lawyer who advised you that even so you could pursue the case in Arizona.

READ ME: It is very important for you to know that when you sign a court document, you may be helping or hurting your court case. Before you sign any court document, or get involved with a court case, it is important that you see a lawyer to make sure you are doing the right thing. The Self-Service Center has a list of lawyers who can give you legal advice and can help you on a task-by-task basis for a fee. If you want to know more about our list of lawyers and our list of mediators, ask the Self-Service Center staff.

SELF SERVICE CENTER

HOW TO FILL OUT PAPERS TO ESTABLISH PARENTING TIME (formerly known as "Visitation")

WHEN TO USE THIS FORM:

Use this form if you want to get a court order for parenting time. **YOU CANNOT USE THIS FORM TO ESTABLISH PATERNITY.** Use this form **ONLY IF** you are the natural or adoptive parent of the child(ren), **AND**

- ✓ You have a court order establishing paternity, **OR**
- ✓ You have a court order for child support.

IF YOU HAVE A COURT ORDER FOR PATERNITY OR CHILD SUPPORT FROM ANOTHER STATE OR ANOTHER COUNTY IN ARIZONA

If you have a court order involving any children from this case from a different state, or from a different county in Arizona, you **must** do the following before you can file the court papers:

- ✓ Get a certified copy of the paternity or child support order from the other state, **AND**
- ✓ Give the certified copy of the order to the Clerk of the Court before you file your court papers, **AND**
- ✓ The Clerk of the Court will file the order and assign a case number to your case.

IMPORTANT NOTICE ABOUT WHEN YOU CAN BRING A PARENTING TIME CASE IN THE SUPERIOR COURT IN ARIZONA: Generally, you should have resided (lived) in Arizona with the child(ren) for at least 6 months, or Arizona must be the child(ren)'s primary place of residence before you file your court papers, or if the child(ren) is/are less than 6 months old, the child(ren) must have resided (lived) in Arizona since his/her birth. If you have questions regarding this requirement, see a lawyer before filing.

IMPORTANT NOTICE ABOUT WHEN YOU CAN SUE ANOTHER PERSON IN

ARIZONA: You can sue the other party in Arizona to establish, enforce, or change a custody, visitation or support order, or establish paternity, if **ONE** of the following statements is true about the other party:

- ✓ The person is a resident of Arizona; **OR**
- ✓ You personally serve the person with the court papers in Arizona (See the Self-Service Center packet on service to learn more about this requirement); **OR**
- ✓ The person agrees to have the case heard here and files written papers in the court case; **OR**
- ✓ The person lived with the child in this state at some time; **OR**
- ✓ The person lived in this state and provided pre-birth expenses or support for the child; **OR**
- ✓ The child lives in this state because of the acts or directions of that person; **OR**
- ✓ The person had sex in this state and the child may have been conceived; **OR**
- ✓ The person signed a birth certificate that is filed in this state; **OR**
- ✓ The person signed an affidavit acknowledging paternity; **OR**
- ✓ The person did other acts that substantially connect the person with this state (see a lawyer to help you decide this).

DOMESTIC VIOLENCE

Domestic violence can be part of any relationship. Domestic violence includes **physical violence**, such as hitting, slapping, pushing or kicking, directed against you and/or your children. It also includes **threats** of physical violence against you and/or your children, and/or **verbal abuse** against you and/or your children, used to control you.

Court documents request your address and phone number. If you are a victim of domestic violence, or if you do not want your address known to protect yourself or your children from further violence, **you must file a "Petition for an Order of Protection" and ask that your address not be disclosed on court papers.**

With that order, you do **not** need to put your address and phone number on your court papers.

If possible, get a P.O. box or provide another address where you can be contacted with these papers. If you do not have another address or phone where you can be reached when you file your court papers, write **"protected"** in the space where you are asked for this information. As soon as possible, give the Clerk of the Court an address and phone number where you can be reached.

CASE NUMBER

Use the Case Number on all your court papers. This is the number you were assigned in the paternity or child support case you had in Maricopa County.

Or, if your paternity or child support case was from another county or another state, use the number the Clerk of the Court assigned you when you filed the certified copy of your other court case in Maricopa County.

FAMILY COURT COVERSHEET:

Print or type in black ink.

Case Type: Check only one box that matches the legal procedure for which you are filing the documents in this packet.

Information About the Petitioner: Write in your name, address, home telephone number, work telephone number, cell phone/pager number, date of birth, social security number, and e-mail address in the space provided. If your address and telephone numbers are protected, you do not need to fill in this information. However, you must let the Clerk of the Court know how to reach you. If a lawyer represents you, the Petitioner, you must also write in the lawyer's name and bar number.

Information about the other party, the Respondent: Write in the name of the Respondent. If you know the Respondent's address, home telephone number, work telephone number, cell phone/pager number, date of birth, social security number, and e-mail address, you must write in this information.

Minor Children Involved: List the names, dates of birth, and social security numbers for any minor children involved in this specific case.

Other Minor Children: If there are other children of either the Petitioner or the Respondent or both not involved with this case, list their names on the lines provided.

Other court cases: Check the appropriate box to tell this Court if either you or your spouse have been involved in any other cases, except a minor traffic offense, in any other court. If you check the Yes box, please describe the case, including case numbers and court location.

Domestic Violence Section: Answer the questions listed regarding domestic violence. This information will help court staff determine if this issue is relevant to this case.

Children's Issues Section: Answer the questions regarding the children you listed on the Family Court Cover Sheet. This information will help court staff determine if these issues are relevant to this case, and/or whether a

case exists in this Court already regarding any child you listed.

Location: If you are filing your documents in Phoenix, check the Downtown Phoenix box. If you are filing your documents in Mesa, check the Mesa box.

SUMMONS

Fill in the following information: Your name; address (if not protected); city, state and zip code ; telephone number; ATLAS NUMBER; name of Petitioner (your name); and name of Respondent (the other party's name). You will have an ATLAS number **ONLY** if you receive, or have received, AFDC or other government benefits for the child(ren) for whom you want to establish visitation.

PETITION

- A. Make sure your form states PETITION FOR PARENTING TIME in the upper right-hand part of the first page.
- B. In the top left corner of the first page, fill out: YOUR name; address (if not protected); city, state and zip code; telephone number; and your ATLAS number, if you are receiving, or have received, AFDC from the Arizona Department of Economic Security.
- C. Fill in the space that says "Name of Petitioner" and "Name of Respondent". You will be the PETITIONER if your paternity or child support order was from another county or another state, and this is the first time you are filing a court case in Maricopa County. Otherwise, complete the caption the same way as it was in the paternity or child support case in Maricopa County.

WARNING: IF YOU HAVE AN EXISTING CASE IN MARICOPA COUNTY WITH THE SAME PARTY, DO NOT GET A NEW CASE NUMBER WHEN FILING YOUR CASE! USE YOUR EXISTING CASE NUMBER. IF YOU DO NOT KNOW YOUR EXISTING CASE NUMBER, ASK THE CLERK FOR YOUR EXISTING NUMBER BEFORE YOU FILE YOUR COMPLAINT/PETITION.

D. General information:

- 1. Fill in the Petitioner's name, address (if not protected), date of birth and social security number. This is basic information about, the PETITIONER, and the Petitioner's relationship to the child(ren).
- 2. Fill in the Respondent's name, address, date of birth and social security number. This is basic information about the RESPONDENT.
- 3. Decide why you can pursue a court case in Arizona. Check all boxes that apply.
- 4. Fill in information about all the child(ren) for whom you want custody or parenting time. The mother and father should be the same for all the children for whom you want this order. If you think the children have different fathers or mothers, you need to file a separate lawsuit against that person.

E. Statements about paternity AND child custody AND child support: Tell the court what the current situation is.

- 5. What is the status of paternity in this case?
ORDER: Check this box if there is an Order from any court. On the first line, print the date the Order was signed. On the second line, print the county where the Order was made. On the next line, print the name of the father.
OTHER: Check this box if you do not have a formal court order for paternity but you do have a court order for child support.
- 6. What is the status of child custody? Check the box that describes who has custody now. If neither the father nor mother have physical custody, be sure to complete all the information about who has the child(ren) and why.

7. What is the status of child support? Give the date of the last child support order in the case.

F. Other information about the children: If you are aware of court cases about the children, you need to tell the court. Attach a copy of any order about custody, parenting time, or child support to the petition, unless the order is from the Superior Court in Maricopa County.

8. Fill out where the child(ren) involved in this action has/have been living **for the past 5 years**. If any children are under age 5, put information about where the children have lived since birth. Write each child's name; the address where the child lived; what dates the child(ren) lived at each address; whom the child(ren) lived with; and the relationship of that person to the child(ren). While you may not remember exact dates and addresses, please fill it out **as completely as possible**.

9. You must tell the court if you participated as a party or witness in any court case involving custody or parenting time of the child(ren). If your answer is "no" check the first box and GO ON. If there is another case, check the second box and give as much information as possible. This information could affect you and/or your child(ren's) rights in this case.

10. The court **MUST** know if there have been other cases involving custody, parenting time or child support of the children of this case, even if you were not a party. If there are no other custody or parenting time cases, or you do not know of any, check the first box and GO ON. If you have been involved in any way with this type of court case, check the second box and give the information where requested. Tell the court what happened and what is going on in the other case(s).

11. If you do not know of another person OTHER THAN THE OTHER PARTY who has physical custody of the child(ren) or is claiming custody or parenting time rights to any of the children, check the first box and GO ON. If you do know of such a person, put the information here, including the child's name and the person who believes they have a custody or parenting time claim. If there is such a person, you **must** include the person as a Respondent in this court case.

G. Other statements to the court:

12. **VENUE:** This tells the court that one parent or the children live here, so the court can decide your case.

H. Request to the court for Parenting Time and Child Support. This section of the Complaint/Petition requests that the court make Orders relating to parenting time and child support.

1. **Parenting Time.** Describe who should get parenting time, and how the parenting time should work. Be specific. Use detail.

2. **Supervised parenting time to the non-custodial parent.** You may request supervised parenting time if the non-custodial parent cannot adequately care for the child(ren) or cannot do so without another person present. You may request this if the person not having custody abuses drugs or alcohol; is violent or abusive; or, does not have the parenting skills to care for a child without another adult present. Remember, supervised parenting time is not intended to punish the parent, but to protect the child(ren). You must write in why you say the parenting time should be supervised parenting time.

3. **Supervised parenting time.** Describe how you think this should be handled.

4. **Other orders:** Check this box if you have made other requests to the court. If you check this box, write in the additional orders you are requesting the court to make that were not covered in your Petition.

- I. **Oath and verification of party filing this petition:** Sign this form in front of a Notary Public. By doing so you are telling the court that everything contained in the Petition is true.

NOTICE REGARDING THE PARENT INFORMATION PROGRAM

This is an important document. You and the other parent must attend and complete a class in the Parent Information Program. This is a very exciting and wonderful class. It was designed to help you. The purpose of the Parent Information Program is to give parents information about the impacts that divorce, the changes in the family unit, and/or court involvement have on children involved in a divorce, paternity, or custody case.

This Notice applies to all parents who file an action for dissolution of marriage or legal separation, or any paternity proceeding, in which a party has requested that the court determine custody or parenting time on or after January 1, 1997, and to all other domestic relations cases if ordered by the court.

MAKE SURE YOU READ THIS NOTICE, DO WHAT IT SAYS, AND SERVE THIS NOTICE ON THE OTHER PARTY.

Superior Court of Arizona
Maricopa County
Family Court Cover Sheet

For Use *WITH* Minor Children

Check only one:

- ☐ **Dissolution (Divorce)**
☐ **Legal Separation**
☐ **Annulment**
☐ **Order of Protection**
☐ **Paternity**
☐* **Custody/Visitation**
☐* **Child Support**
☐ **Other**

* Check only if no other category applies

Case Number (Clerk will stamp
case # when documents are filed)

ATLAS number(s): (if applicable)

Instructions:

- You must provide the following information about yourself and the other party.
- Type or print neatly in black ink.
- If more room is needed for children or Petitioner/Respondent, please attach a separate page.

Information About the Petitioner:

Name: _____

Address: _____

City, State, Zip: _____

Home phone #: (____) _____

Work phone number: (____) _____

Cell phone/pager: (____) _____

Date of Birth: _____

Social Security #: _____

E-mail address: _____

Information About the Respondent:

Name: _____

Address: _____

City, State, Zip: _____

Home phone #: (____) _____

Work phone number: (____) _____

Cell phone/pager: (____) _____

Date of Birth: _____

Social Security #: _____

E-mail address: _____

Lawyer's Name and Bar Number: _____

(Provide this information only if YOU have an attorney)

Names, Dates of Birth, and Social Security Numbers for Minor Children Involved:

Name: _____ DOB: _____ SSN: _____

Name: _____ DOB: _____ SSN: _____

Name: _____ DOB: _____ SSN: _____

Name: _____ DOB: _____ SSN: _____

Names and D/O/B's of any OTHER minor children of the petitioner and/or the respondent, who are NOT involved in this case: _____

Have there been any other cases (EXCLUDING minor traffic offenses) in any court involving members of this family? ☐ Yes ☐ No. If yes, please describe, and provide case numbers if known:

Domestic Violence Section

Is anyone mentioned on this cover sheet currently a victim of any family or domestic violence?

☐ Yes ☐ No

Has anyone listed on this cover sheet been the plaintiff, defendant, or named in a petition for an Order of Protection? ☐ Yes ☐ No

If Yes, please identify: _____

Was the Order of Protection granted by the Maricopa County Superior Court?

☐ Yes ☐ No

If No, in what court was the Order of Protection granted?

Children's Issues Section

Are any of the children named above in any physical danger due to abuse or neglect?

☐ Yes ☐ No

Has anyone named on this sheet had any involvement with Child Protective Services in Arizona?

☐ Yes ☐ No

If Yes, please provide the CPS or Juvenile Court case number:

INTERPRETER: Is an interpreter needed for either of the parties? If so, please check the appropriate boxes below. **NOTE: THIS IS NOT A REQUEST FOR AN INTERPRETER, THIS INFORMATION IS TO BE USED FOR INTERNAL PURPOSES ONLY.**

☐ Petitioner ☐ Respondent Language: ☐ Spanish ☐ Other _____

LOCATION (Check the Superior Court location where you are filing these documents):

☐ Downtown Phoenix ☐ Southeast Regional (Mesa) ☐ Northwest Regional (Surprise)

Name of Person Filing: _____
Your Address: _____
Your City, State, Zip Code: _____
Your Telephone Number: _____
ATLAS Number (if applicable): _____
Attorney Bar Number (if applicable): _____
Representing ☐ Self (Without an Attorney) or ☐ Petitioner or ☐ Respondent

**SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY**

Name of Petitioner/Plaintiff

Case No.: _____

SUMMONS

Name of Respondent/Defendant

**WARNING: This is an official document from the court that affects your rights. Read this carefully.
If you do not understand it, contact a lawyer for help.**

FROM THE STATE OF ARIZONA TO _____
Name of Respondent/Defendant

1. A lawsuit has been filed against you. A copy of the lawsuit and other court papers are served on you with this **"Summons"**.
2. If you do not want a judgment or order taken against you without your input, you must file an **"Answer"** or a **"Response"** in writing with the court, and pay the filing fee. If you do not file an **"Answer"** or **"Response"** the other party may be given the relief requested in his/her Petition or Complaint. To file your **"Answer"** or **"Response"** take, or send, the **"Answer"** or **"Response"** to the Office of the Clerk of the Superior Court, 201 West Jefferson Street, Phoenix, Arizona 85003-2205 or the Office of the Clerk of the Superior Court, 222 East Javelina Drive, Mesa, Arizona 85210-6201 or Office of the Clerk of Superior Court, 14264 W. Tierra Buena Lane, Surprise, Arizona, 85374. Mail a copy of your **"Response"** or **"Answer"** to the other party at the address listed on the top of this Summons.
3. If this **"Summons"** and the other court papers were served on you by a registered process server or the Sheriff, within the State of Arizona, your **"Response"** or **"Answer"** must be filed within **TWENTY (20) CALENDAR DAYS** from the date you were served, not counting the day you were served. If this **"Summons"** and the other papers were served on you by a registered process server or the Sheriff outside the State of Arizona, your Response must be filed within **THIRTY (30) CALENDAR DAYS** from the date you were served, not counting the day you were served. Service by a registered process server or the Sheriff is complete when made. Service by Publication is complete thirty (30) days after the date of the first publication.
4. You can get a copy of the court papers filed in this case from the Petitioner at the address at the top of this paper, or from the Clerk of the Superior Court at the address listed in Paragraph 2 above.

5. Requests for reasonable accommodation for persons with disabilities must be made to the office of the judge or commissioner assigned to the case, at least five (5) days before your scheduled court date.

SIGNED AND SEALED this date

MICHAEL JEANES, CLERK OF COURT

By _____
Deputy Clerk

Your Name: _____
Your Address: _____
Your City, State, ZIP: _____
Your Telephone No: _____
ATLAS #: _____
Lawyer's Bar No: _____
Representing ☐ Self, Without a Lawyer or ☐ _____

**IN THE SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY**

Regarding the Matter of:

Case No. _____

(Name of Petitioner)

**PETITION TO ESTABLISH FIRST COURT
ORDER FOR PARENTING TIME (formerly
known as "Visitation")**

AND

(Name of Respondent)

General Information:

1. INFORMATION ABOUT THE PETITIONER:

Name: _____
Address: _____
County of residence: _____
Date of Birth: _____
Soc. Sec. No.: _____
Occupation: _____

Relationship to children for whom I want the PARENTING TIME order:

☐ Mother
☐ Father
☐ Other: (explain): _____

2. INFORMATION ABOUT THE RESPONDENT:

Name: _____
Address: _____
County of residence: _____
Date of Birth: _____
Soc. Sec. No.: _____
Occupation: _____

Relationship to children for whom I want the PARENTING TIME order:

☐

Mother

☐

Father

☐

Other: (explain): _____

3. WHY I AM FILING THIS COURT CASE IN ARIZONA AGAINST THE OTHER

PERSON: (check one or more boxes that are true)

☐

The person is a resident of Arizona

☐

I believe that I will personally serve the person in Arizona (see packet on service to know about this)

☐

The person agrees to have the case heard here and will file written papers in the court case;

☐

The person lived with the child in this state at some time;

☐

The person lived in this state and provided pre-birth expenses or support for the child;

☐

The child lives in this state as a result of the acts or directions of the person;

☐

The person had sexual intercourse in this state as a result of which the child may have been conceived;

☐

The person signed a birth certificate that is filed in this state;

☐

The person did any other acts that substantially connect the person with this state (see a lawyer to help you determine this).

4. INFORMATION ABOUT CHILD(REN) FOR WHOM I WANT THE PARENTING TIME ORDER:

Name _____

Social Security No. _____

Birth date _____

Current Address: _____

County of residence: _____

Father: _____

Mother: _____

Name: _____

Social Security No.: _____

Birth date: _____

Current Address: _____

County of residence: _____

Father: _____

Mother: _____

Name _____

Social Security No. _____

Birth date _____

Current Address: _____

County of residence: _____

Father: _____

Mother: _____

Name _____

Social Security No. _____

Birth date _____

Current Address: _____

County of residence: _____

Father: _____

Mother: _____

Statements about paternity, custody, and child support:

5. INFORMATION ABOUT PATERNITY OF CHILD(REN): (check one box)

- ☐ An Order for Paternity is dated from (name of court) _____ which states that (father's name) _____ is the natural father of the child(ren). A copy of the order is in this court file. (See instructions)
- ☐ We do not have an order of paternity, but we do have a child support order (see instructions)

6. INFORMATION ABOUT CUSTODY OF THE CHILD(REN): (check one box)

7.

- ☐ Mother has had physical custody of the child(ren) for the last 6 months, and I do not contest physical custody.
- ☐ Father has had physical custody of the child(ren) for the last 6 months, and I do not contest physical custody.
- ☐ A person other than mother or father has had physical custody of the child(ren) for the last 6 months, because of a court case, and I do not contest physical custody. (Describe court case) Names of Parties: _____
Date of order or judgment (if one already entered) _____
What order or judgment said: _____

Court Case Number _____;

Location of court (city and state): _____

Explain Type of Case: (Criminal, Order of Protection, Injunction Against Harassment, Divorce, Paternity, etc.) _____

Status of Case Now:

- ☐ Final Order Entered; Case is Over
- ☐ Hearing Date Set: On (date) _____ at (time) _____
Location/address: _____
- ☐ Other (explain in detail): _____
- ☐ A person other than mother or father has had physical custody of the child(ren) for the last 6 months, because of a government agency, and I do not contest physical custody. (Describe the agency -- for example, Child Protective Services -- date, type of case, and status of case right now.)

7. INFORMATION ABOUT CHILD SUPPORT FOR CHILDREN: An Order for Child Support is dated _____ from (name of court) _____ which states that child support is established. Note: if order is from court other than Superior court in Maricopa County, see instructions)

Other information about the children:

8. WHERE THE CHILDREN WHO ARE UNDER 18 YEARS OLD HAVE LIVED FOR THE LAST 5 YEARS. (Attach extra pages if necessary.)

Child's Name _____
Lived with _____
Street address _____

Dates: From _____ To _____
Relationship to child _____
City, State _____

Child's Name _____
Lived with _____
Street address _____

Dates: From _____ To _____
Relationship to child _____
City, State _____

Child's Name _____
Lived with _____
Street address _____

Dates: From _____ To _____
Relationship to child _____
City, State _____

9. COURT CASES NOT INVOLVING CUSTODY OR PARENTING TIME RELATED TO THE CHILD(REN) UNDER 18 YEARS OLD: (check one box)

☐ I HAVE OR ☐ I HAVE NOT been a party or a witness in court in this state or in any other state regarding the custody or parenting time of any of the child(ren) named above (If so, explain below, using extra pages if necessary. IF NOT, GO ON.)

Name of each child: _____
Court state _____ Court location _____
Court case number _____ Current status _____
How the child is involved: _____
Nature of the court proceeding: _____
Summary of any Court Order: _____

10. CUSTODY OR PARENTING TIME CASES RELATED TO CHILDREN UNDER 18 YEARS OLD: (check one box)

☐ I DO HAVE OR ☐ I DO NOT HAVE information about a custody or parenting time court case relating to any of the children named above that is pending in this state or in any other state (If so, explain below, using extra pages if necessary. IF NOT, GO ON).

Name of each child: _____
Court state _____ Court location _____
Court Case Number _____ Current status _____
Nature of the court proceeding: _____
Summary of Court order: _____

11. CUSTODY OR PARENTING TIME CLAIMS OF ANY PERSON: (check one box)

☐ I DO KNOW OR ☐ I DO NOT KNOW a person other than the Petitioner or the Respondent who has

physical custody or who claims custody or parenting time rights to any of the children named above. (If so, explain below, using extra pages if necessary. IF NOT, GO ON).

Name of each child: _____
Name of person with the claim: _____
Address of person with the claim: _____
Nature of the claim: _____

OTHER STATEMENTS TO THE COURT:

12. **DOMESTIC VIOLENCE** (Check here if the following is true): ☐ Domestic Violence has **not** occurred between the parties.
13. **VENUE:** This is the proper court to bring this lawsuit under Arizona law because it is the county of residence of the petitioner, or the respondent, or the child(ren).

REQUESTS I MAKE TO THE COURT ABOUT VISITATION AND RELATED MATTERS:

1. ☐ Reasonable parenting time rights to (name) _____ as follows:
- ☐ TRANSPORTATION will be provided by (name): _____ as follows: (explain)
- _____
- ☐ During WEEKENDS (explain specifically)
- _____
- ☐ During the SUMMER MONTHS OR SCHOOL BREAKS: (explain specifically)
- _____
- ☐ FOR HOLIDAYS AND BIRTHDAYS: (explain specifically)
- _____
- ☐ FOR TELEPHONE CALLS: (explain specifically)
- _____
- ☐ OTHER: (explain specifically)
- _____

2. **(Complete and explain only if you want to have supervised parenting time:)** Supervised parenting time between the child(ren) and a parent is in the best interests of the children, pursuant to A.R.S. Section 25-337 and 25-338, because (explain reasons for supervision): _____

☐ **Supervised Parenting time** to (name) _____ only in the presence of another person, who is named by the court (suggestion below) upon a finding that supervised access is in the best interest of the child(ren),

Name of person to supervise: _____

Requested restrictions on parenting time: (explain here) _____

The cost of supervised parenting time shall be paid by: ☐ the parent being supervised;
☐ the parent having custody; ☐ shared equally by the parties.

3. **Other orders:** write in here anything else you want the court to order: _____

OATH AND VERIFICATION OF ☐ PETITIONER or ☐ RESPONDENT:

STATE OF ARIZONA)
County of Maricopa) ss

I swear under oath, state that I have read this petition and all the statements are true and correct and complete to the best of my knowledge and belief.

SIGNED: _____

Subscribed and sworn to before me this _____ day of _____, 20__ by _____

NOTARY PUBLIC: _____

My Commission Expires: _____

SELF SERVICE CENTER

SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY PARENTING TIME (formerly known as "Parent/Child Access" or "Visitation") GUIDELINES

1. PURPOSE

These Guidelines are designed to provide assistance to the parents in the resolution of issues relating to parenting time and to provide assistance to the court in formulating access orders when the parents are unable to reach an agreement. The underlying purpose of any such agreement or order is to provide for the best interest of each child after giving full consideration to the facts and issues that are relevant to each family.

2. USES AND LIMITATIONS

These Guidelines are designed to be used by parents, their attorneys, family counselors and the Conciliation Services of the Court. Effective use of these Guidelines requires that each parent review the Guidelines from beginning to end prior to reaching any conclusion as to the appropriate resolution of each case. These Guidelines will have limited benefit unless each parent reviews the Guidelines fully. After the Guidelines have been reviewed, the parents should develop a child care plan that will be in the best interest of their own child(ren). To use these Guidelines properly, the parties are encouraged to seek the assistance of Conciliation Services. Conciliation Services are available in the form of either counseling or mediation of custody issues, both of which are available **at no charge**.

To facilitate negotiation by parties, a proposed plan of parenting time should be exchanged between the parents whenever the custodial arrangement is at issue. The custodial plans should be as detailed as reasonably possible, while at the same time allowing flexibility for changes, both by the parents and by the child(ren) if sufficiently mature.

The parents should meet annually or as needed to schedule the coming year. The use of a calendar for scheduling purposes is highly recommended. The parents' work schedules and the child(ren)'s school and extracurricular activities need to be considered when developing such a plan. This is especially true for those parents who do not enjoy a traditional work week. The plan should assign responsibility for transportation, cleaning (both clothes and child(ren)), homework and meals. While parenting time should be an enjoyable and enriching experience to both parents and child(ren), it is an obligation and responsibility for each parent as well as a right and a privilege. Both parents must also have a good faith commitment to developing and carrying out a parenting time plan. Arizona law requires that the court, "shall determine custody," in every custody order and in every modification of a custody order. While a court may enter an order regarding parenting time without the direct use of the word "custody," the order must, at some point, designate one parent as the custodial parent or must designate specific periods of time that each parent is the custodial parent.

3. ASSUMPTIONS

These Guidelines are based on the premise that:

- A. Both parents are fit.
- B. Both parents desire to have an ongoing relationship with each child.
- C. Both parents are able to carry out the childcare plan.
- D. Any negotiated solution with meaningful input from the parents and, where applicable, the child(ren), is preferred to a court imposed solution.

- E. It is usually in the child(ren)'s best interest for each parent to have frequent, meaningful and continuing access to the child(ren).
- F. That the child(ren) need(s) reliability, predictability and consistency on the part of each parent.
- G. That frequent, meaningful and continuing access to each parent offers the child(ren) a sense of significance--"I am a person, I am important and I count."
- H. That the child(ren) need(s) continuous access, direct experience and openness of communication with each parent and an absence of involvement in the mutual blaming of the parents.

4. GENERAL RULES

Experience has dictated a number of common sense guidelines that should be followed in every case. Some of these guidelines are also supported by law. Except as otherwise ordered by the court:

- A. Both parents are entitled to access to records and information on the medical care of the child(ren) directly from the health care provider as well as from the other parent. Each parent should notify the other promptly of any significant medical treatment.
- B. Both parents are entitled to access to all school records of the child(ren) directly from the school as well as from the other parent. School reports should be photocopied promptly after receipt and supplied to the other parent. Both parents should be notified promptly of all child-related activities which encourage or allow parental participation.
- C. Both parents are reminded that parenting time and child support, while they may be emotionally connected, are separate legal issues. Arizona law provides that parental access may not be denied due to the failure to pay child support. It also provides that child support may not be withheld due to the failure of a parent to allow access.
- D. Parents should share with each other their residence and work addresses and phone numbers.
- E. Each parent should encourage the child(ren) to initiate telephone and/or mail contact with the other parent on a regular basis.
- F. The parents should not discuss their marital problems with the child(ren). They should not try to turn the child(ren) against the other parent by discussing with the child(ren) the shortcomings of the other parent.
- G. The parents should not attempt to buy the favor of the child(ren) with presents, special treatment, special privileges or promises.
- H. Parents should not make their child(ren) choose between the two parents.
- I. Parents should not question their child(ren) regarding the activities of the other parent.
- J. Parents should not make promises that cannot be kept.
- K. Parents should not fight with the other parent in the presence of their child(ren).
- L. Parents should be prompt with appointments with the child(ren). It is unfair to keep a child waiting, and worse, to disappoint the child(ren) by not showing up at all. When unforeseen circumstances prevent compliance within approximately 15 minutes of the scheduled time

of exchange, immediate notification should be given, if possible, and appropriate alternative arrangements should be made. Alternative arrangements may include delayed scheduling, make-up access, or skipped access. For those occasional circumstances when a parent cannot meet the prearranged schedule, that parent should be responsible for the reasonable expenses incurred for child care, unless otherwise mutually agreed upon by both parents.

- M. Parents should coordinate plans regarding bedtime, discipline, homework schedule and other household rules.

5. FACTORS FOR BASIC AND OPTIONAL ACCESS

The plan for basic and optional access is designed to allow the parents, and the court if necessary, to select the proper child care plan depending upon the family circumstances. Basic access is designed to be just that, a minimum level of access which would apply to a large number of families without further modification. For families considering the optional access, consideration of the following factors are important:

- A. The geographic location of each parent;
- B. Each parent's willingness and ability to perform the child care duties associated with the child(ren), relative to the child(ren)'s stage of development such as feeding, changing, bathing, preparing the child(ren) for school, taking responsibility for the child(ren)'s homework, etc.;
- C. Each parent's ability to care for the child(ren)'s needs (historical involvement alone is not the critical focus; rather, a parent's willingness and ability to learn the necessary skills should be a determining consideration);
- D. The lack of hostility between the parents;
- E. The ability of both parents' work schedules and the child(ren)'s schedule to accommodate extended access;
- F. The child(ren)'s age(s) and strength of attachment to each parent;
- G. The child(ren)'s relationship with his/her friends; and
- H. The regular and consistent access that has been maintained by the visiting parent under the basic access plan along with a desire to increase the time commitment.

Arizona law establishes certain criteria to be met prior to the entry of an order for joint custody. Optional access which approaches an award of joint custody requires compliance with the statutory joint custody criteria.

6. PARENTING TIME

The following guidelines provide various programs for parenting time plans.

A. Infant up to Age Six Months

- 1. **Basic Access:** Ideally, access should be brief but frequent throughout the week. For those parents whose schedules permit, access is recommended three times a week at two hours each for the early months. As the child progresses to the age of six months, an additional

four hours should be added during the day on the weekend. For those parents unable to have the frequent access, which is recommended, the alternative would be a four-hour access on the weekend.

2. **Optional Access:** Optional access includes one or more of the following: One access each week following birth and progressing to a total of three to four access times per week at four hours each with a weekend overnight suggested.

B. Six Months to Three Years

1. **Basic Access:** Provided regular access between parents and child(ren) has been maintained, access from six to twelve months should include the day of Saturday, and starting from twelve months to three years, access should progress up to alternate weekends (Saturday a.m. to Sunday p.m.) and one mid-week (not overnight).
2. **Optional Access:** Optional access includes one or more of the following: extending the weekend so that it begins on either Friday or Thursday; allowing additional weekday access; allowing a mid-week overnight access.

C. Three Years to Five Years

1. **Basic Access:** Alternating weekends; one mid-week (overnight optional) in alternate weeks. Holidays should be either shared or alternated.
2. **Optional Access:** Optional access includes one or more of the following: begin the weekend on Thursday; end the weekend on Monday or Tuesday; split or alternate the week; one to two mid-week overnights in alternating weeks.

D. Six Years to Twelve Years

1. **Basic Access:** Alternating weekends; one mid-week (overnight optional). Holidays should be either shared or alternated.
2. **Optional Access:** Optional access includes one or more of the following: begin the weekend on Thursday; end the weekend on Monday or Tuesday; split or alternate the week; one to two mid-week overnights in alternating weeks; add a third weekend per month.
3. **Comment:** As the child(ren) reach junior high, increasing consideration should be given to the child(ren)'s activities; a less structured and more flexible schedule is recommended. Regardless of how unstructured or flexible the schedule is, access must still occur on a regular basis.

E. Thirteen Years and Older

1. **Basic Access:** Alternating weekends; one mid-week (overnight optional). Holidays should be either shared or alternated.
2. **Optional Access:** Additional access as may be arranged between both parents and child(ren).
3. **Comment:** At this age, parents should make individual arrangements for each child regardless of the formal custody arrangements. All schedules, time-sharing, vacation schedules and holidays must remain flexible to accommodate the activities and interest of each child. Direct discussions are encouraged between parents and the child(ren) to formalize the parenting time plan for this age range. The basic access plan described

above for this age range is simply a "minimum" plan for those families without any other agreement.

F. Child Care

When one parent will be absent from the home for an extended period of time, the child(ren) should spend the period of absence with the other parent, assuming such plan is appropriate for the child(ren). This also assumes that geographic location of both parents, the child(ren)'s age(s) and outside activities and the parent's work schedules all accommodate the arrangement. The period of absence which triggers the exchange will vary depending upon the circumstances of the parties. As the hostility level between the parents is reduced, the period triggering the exchange is reduced. This allows additional access between parent and child(ren) and has additional advantage of eliminating the expense for extended care providers.

G. Holidays

Holidays are to be alternated or shared between the parents. The child(ren) should be with mother on Mother's Day and with father on Father's Day.

H. Extended Access/Vacation

Infants and children up to school age should be permitted to have extended access to the other parent on an increasing time basis. It is important to note that for children up to three years of age, the child(ren) should not be deprived of contact with the primary parent for more than one week at a time. For children ages three years to school age, the child(ren) ordinarily should not be deprived of access to the other parent for more than two consecutive weeks. For children six years and older, the basic vacation access should be in the range of two to four weeks with optional access extending up to ten weeks or so. For children in junior high and high school, parents should consider the comments in sections D and E above.

Each parent is entitled to two uninterrupted weeks for out-of-town travel. Except for the two weeks of out-of-town travel, the parent exercising the vacation access time is to allow the other parent the equivalent parenting time that the vacationing parent enjoys during the remainder of the year. The child(ren) should return from vacation at least one week prior to the start of school.

7. PARENT/CHILD ACCESS-LONG DISTANCE

Children under the age of five should not travel alone unless appropriate travel arrangements have been made. Access, including overnights, should be given when a parent is traveling to the community in which the child(ren) lives, provided a minimum of 48 hours notice is given to the other parent. If the parent and child(ren) travel to the other parent's community, similar access should be arranged. During periods of long distance access, access shall be given the other parent.

A. Pre-Kindergarten Age

Access should be provided during the summer and at other times with consideration given to access periods of two to six weeks.

B. Summer Access-School-Age Child

Summer access of four to ten weeks is suggested with consideration for the child(ren)'s employment, organized activities and other outside activities. Consideration should also be given to such factors as the amount of time that the child(ren) has been apart from the other parent, the facilities for the child(ren) available to the other parent who will have summer access, arrangements that are made for the child(ren)'s care during the summer access, as well as the need for establishing and/or maintaining a relationship with the parent who has summer access.

C. **School Year Access-School-Age Child**

School year access is suggested, provided it coincides with the child(ren)'s school holiday times.

D. **Additional Access**

Additional access during the school year is recommended, in particular, on the extended weekends (three-day weekends), provided that the additional access is logistically possible based upon the distance, available transportation, schedule of the children and the parties, and the lack of interference with the child's ongoing schooling.

8. **FACTORS FOR LIMITATIONS**

There are some families that cannot justify basic access, and reference should then be made to ARS 25-337 and other applicable laws.

9. **DEFINITIONS**

In the absence of an agreement of the parties or an order of the court, the following terms shall have the meanings set forth below:

- A. **Day:** Up to eight consecutive hours;
- B. **Weekend:** From 5:30 p.m. Friday to 6:00 p.m. Sunday;
- C. **Mid-Week (Not Overnight):** From 5:30 p.m. to 8:00 p.m. In the absence of an agreement as to the day, this shall be on Wednesday;
- D. **Mid-Week (Overnight):** From 5:30 p.m. to 8:00 a.m. In the absence of an agreement as to the day, this shall be Wednesday night;
- E. **Holidays:** This typically includes Thanksgiving, Christmas and Spring break. It also includes such other holidays or days of special observance as per the agreement of the parties or order of the court;
- F. **Long Distance:** Either the court or the parties may define long distance after considering the distance between the parties, the time necessary for travel, the convenience and expense of travel, the availability of resources and other alternatives.

**SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY**

Name of Petitioner

Case Number: _____

**ORDER AND NOTICE TO ATTEND
PARENT INFORMATION
PROGRAM CLASS**

Name of Respondent

READ ME. This is an Official Court Order. If you fail to obey this Order, the court may find you in Contempt of Court.

THE COURT FINDS:

This case involves minor child(ren) and is an action for:

- ☐ Dissolution of Marriage;
- ☐ Legal Separation; or
- ☐ Paternity with a Request to Determine Custody or Parenting time or Child Support.

THE COURT ORDERS pursuant to ARS § 25-352:

- 1. ATTEND CLASS.** You must attend and complete the Parent Information Program Class.
- 2. WITHIN 45 DAYS.** Both the Petitioner and the Respondent **must** complete this class within 45 days from the date the Respondent is served with, or accepts service of, the Petition/Complaint. The Respondent **must** register for and complete the course whether or not a **“Response”** or **“Answer”** to the Petition/Complaint is filed.
- 3. PAY THE CLASS FEE.** Each party must pay the class fee to the Program Provider, or obtain a fee deferral or waiver.
- 4. FILE CERTIFICATE OF COMPLETION.** Both the Petitioner and the Respondent **must** each file a **“Certificate of Completion”** with the Clerk of the Court immediately after completing the class and prior to receiving the final judgment/order/decreed in the case.
- 5. FAILURE TO ATTEND CLASS.** If you file a Petition/Complaint or **“Response”** or **“Answer”** and do **not** complete the Parent Information Program Class, the judge **may not** sign your papers and you **may not** get the things you asked the court to give you. You may also be denied the right to seek modification and/or enforcement of the decree/judgment/order until completion of the class. If you are the party required to file a Response/Answer and choose not to file a **“Response”** or **“Answer,”** and do not complete the Parent Information Program Class, you **may be denied** the right to seek modification and/or enforcement of the decree/judgment/order until completion of the class.

Mark Armstrong

Presiding Judge, Family Court Department

PARENT INFORMATION PROGRAM NOTICE

Parent Information Program - This is a very important document. Read it completely. You and the other parent **must** attend and complete a class in the **PARENT INFORMATION PROGRAM**. You do **NOT** attend the class with the other parent. As a precaution against any type of abuse or harassment, you and the other parent **MUST** attend **SEPARATE** classes. This is **NOT** a parenting skills class. The purpose of the program is to give parents information about how children are affected by matters that involve family courts: divorce, paternity, or custody matters. This Notice applies to all parents who file any of the following actions in the Superior Court of Arizona in Maricopa County on or after January 1, 1997:

- (1) dissolution of marriage or legal separation that involves a natural or adopted minor, un-emancipated child
- (2) paternity with a request that the court determine custody or parenting time or child support, or
- (3) any other domestic relations cases if attendance is ordered by the court.

WARNING: ATTENDANCE IS REQUIRED. (A.R.S. § 25-352 and Administrative Order No. 96-078).

ATTENDANCE AT THE PARENT INFORMATION CLASS IS REQUIRED BY LAW AND BY THIS COURT. IF YOU DO NOT ATTEND THE CLASS, THE JUDGE MAY NOT SIGN YOUR PAPERS AND YOU MAY NOT GET THE THINGS YOU ASKED THE COURT TO DO. THE JUDGE MAY ALSO FIND YOU IN CONTEMPT OF COURT.

Notice to Other Party.

After you file your court papers with the Court, you must serve this document on the other parent. If you have questions on how to serve the other party, the Self-Service Center has forms and instructions on service. There are two Self-Service Center locations; one in downtown Phoenix in the first floor of the East Court Building located at 101 West Jefferson Street and one in the east valley in the Southeast Complex located at 222 East Javelina Avenue in Mesa.

Parent Information Class.

You may choose which class you want to attend. A list of approved classes is provided along with this Notice. These classes meet the requirements of the Parent Information Program. You may also choose to attend a different class that is comparable to the classes listed. However, you will have to tell the judge why that class is like the classes on the list of approved classes and you may have to provide all the materials from that class and information about it to show it is comparable. It will be up to the judge to decide if that class meets Parent Information Program requirements.

Registration (sign-up) for class.

You must sign up for the class in advance. You should sign up for the class as soon as you receive this Notice. There may be a limit on the number of people that can attend each class. That means that YOU MUST CALL TO SIGN UP for the class BEFORE the class is scheduled to start. The telephone numbers for all of the Court-approved provider classes are included on the attached list of approved classes.

Cost.

- (1) You are required to pay the provider of the class the fee it charges. That fee cannot be more than thirty dollars (\$30.00). You must bring your case number and a picture I.D. to the class.
- (2) If you choose a class that is not listed, you are required to pay the provider of that class the fee it charges. The provider of the class may charge you whatever it wants.
- (3) If your filing fees have been waived or deferred, you must bring a copy of your certificate of waiver or deferral to the program listed.

Class procedures.

Arrive at the class a few minutes early to check in. **You must check in at the class and you must check out**

of the class. If you do not check in and out, your attendance may not be counted. You must bring picture identification with you. **DO NOT BRING CHILDREN TO THE CLASS.** A “***Certificate of Completion***” of the class will be given to you at the end of the class. After you have attended the class and have received the “***Certificate of Completion***”, you must bring the certificate to the court and file it with the Clerk of the Court. Remember to bring your FC or FN case number to the class.

Special needs and/or Questions.

If, due to a disability, you need special accommodations to attend this class, or if you have any questions about the Parent Information Class, please contact the Maricopa County Parent Information Program office at 201 West Jefferson Street, third floor, Phoenix, Arizona, or telephone 602-506-1448 when you receive this Notice.

EAST VALLEY

Ahwatukee

Planned Parenthood of Central and Northern Arizona – 4201 E. Knox Rd., D-109, (Mt. Pointe High School) Tuesday & Thursday 6:00 PM-10:00 PM (602) 263-4244.

Gilbert

Center for Families in Transition – One Saturday a month 1:00 PM – 5:00PM – New Hope Community Church, 1380 E. Guadalupe Rd., 85234 Register at (480) 946-9680 or online www.DivorceAndKids.com, third Thursday every month 6:00 PM-10:00 PM. Sun Valley Community Church, 202 S. Gilbert Rd. – register at (480) 855-0075 or online www.zachwhaley.com <<http://www.zachwhaley.com>>.

Mesa

Advanced Counseling Center 1201 S. Alma School Rd., Suite 7550, 85210 (Across from Fiesta Mall on the 7th floor of the Bank of America Bldg at the corner of Southern & Alma School Rd.), (parking garage is located next door) Monday 5:30 PM – 9:30 PM. Saturday 12:30 PM – 4:30 PM (480) 655-9550.

Arizona Counseling and Education – 1563 S. Gilbert Rd. 85204. (Hampton Inn) Wednesday 6:00 PM – 10:00 PM; Saturday 8:30 AM-12:30 PM. (480) 839-9400 www.ace4az.org

Arizona Interfaith Counseling – 2024 E. University Dr, (Grace United Ch. Rm 501) 85213. (480) 969-2783 Thursday 6:00 PM-10:00 PM; Saturday 9:00 AM-1:00 PM.

Catholic Social Service – 430 N. Dobson Rd., Ste.110 , 85201. (480) 964-8771, Monday 6:00 PM-10:00 PM; Saturday 9:00 AM-1:00 PM

Center for Families in Transition - 2130 E. University Dr., 85213 (Trinity Baptist). (480) 946-9680 or www.DivorceAndKids.com. Monday 5:30 PM – 9:30 PM or 1:00 PM – 5:00 PM.

Child Crisis Center – East Valley, Inc. – 604 W. 9th St., 85201. (480) 969-2308. Two Tuesdays a month. 4:45 PM-9:00 PM. One Saturday a month 8:45 AM-1:00 PM (480) 969-2308.

Tempe

Arizona Interfaith Counseling – 1565 E. Warner Rd. (Mission Del Sol, Room 201) 85284. (480) 969-2783. Monday 6:00 PM-10:00 PM.

Center for Families in Transition – 1st, 2nd, 4th, and 5th Thursday every month 6:00 p.m. – 10:00 p.m. Bethany Community Church – 6240 S. Price Rd., 85283 (Building F-5), register at (480) 855-0075 or online www.zachwhaley.com Saturday of month 8:30 AM-12:30 PM; Call for times and locations (480) 946-9680 or DivorceAndKids.com

APPROVED PARENT INFORMATION CLASSES-MARICOPA COUNTY

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Devereaux Arizona – 1232 E. Broadway, Ste. 120, 85282. (602) 896-3106. Saturday 9:00 AM-1:00 PM

Phoenix Interfaith Counseling – 3910 S. Rural Rd., Ste. J, 85282. (480) 317-9868, Tuesday 5:00 PM - 9:00 PM.

Planned Parenthood of Central and Northern Arizona – 415 W. Southern #104-D, 85282, (602) 263-4244.
Saturday 9:00 AM-1:00 PM.

WEST VALLEY

Glendale

Concepts for Change – 5008 W. Glendale Ave. 85301 (623-930-9317) Wednesday 6:00 PM-10:00 PM,
Saturday 8:00 AM-12:00 Noon. SPANISH class first Saturday of month 1:00 PM-5:00 PM..

Phoenix Interfaith Counseling – (Two Locations- Both 623-939-6516) 4444 W. Northern Ave, C-1, 85301
Wednesday and Thursday 5:30 PM-9:30 PM; 21000 N. 75th Ave,
85308 Thursday 5:30 PM-9:30 PM.

Planned Parenthood of Central and Northern Arizona – 6670 W. Sack Dr., 85308 (602-263-4244)
Tuesday 6:00 PM-10:00 PM.

Litchfield Park

Phoenix Interfaith Counseling – 300 N. Litchfield Rd. 85340 (602-248-9247) Thursday 5:30 PM-9:30 PM.

Tolleson

Western Judicial Services – 9550 W. Van Buren , Ste. 18. 85353 (623-936-8828). Thursday 5:30 PM-9:30 PM
SPANISH – One Thursday a month 5:30 PM-9:30 PM.

CENTRAL VALLEY

Phoenix

Arizona Counseling and Education – 10210 N. 26th Dr., 85021 (Comfort Suites) (623)742-6422 Wed 6:00 PM-10:00 PM; 10402 N. Black Canyon Hwy, Room 1026, 85051 (Premier Inns) Saturdays 8:30 AM-12:30 PM. www.ace4az.org

Catholic Social Service – 1825 W. Northern, 85021, English & Spanish. Spanish on 2nd Wednesday of month 6:00 PM – 10:30 PM. English on 1st and 3rd Thursday of month 6:00 PM – 10:00 PM; 1610 W. Camelback Rd, 85015, on the 4th Tuesday of Month. 9:00 AM-1:00 PM Occasional change may occur. Please call to confirm time & date: (602-997-6105, Ext 3305). Translators for other languages available on request.

Center for Families in Transition – 5757 N. Central Ave.. 85012 (North Phx Baptist) Family Life Center (480-946-9680) or www.DivorceAndKids.com. One Saturday a month 1:00 PM – 5:00 PM

Devereux Arizona – 10640 N. 28th Dr., Ste A202, Phoenix, 85029. 2nd, 3rd, and 4th Wednesday of month. (602)896-3106.

Parents Anonymous of Arizona – 6741 N. 7th St. (602-248-0428) Tuesday 5:00 PM-9:00 PM. Saturday 9:00 AM-1:00 PM.; Monday 9:00 AM – 1:00 PM (Spanish)

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Phoenix Interfaith Counseling – 555 W. Glendale Ave. 85021 (602-248-9247). Wednesday 5:30 PM-9:30 PM. 12835 N. 32nd St, 85032 (602-992-7521). Saturday 9:00 AM-1:00 PM. 4201 N. 16th St, 85016 (602-248-9247) Saturday 9:00 AM-1:00 PM.

Planned Parenthood of Central and Northern Arizona – 5651 N. 7th St. 85014. Thursday 6:00 PM-10:00 PM. (Spanish) Saturday 9:00 AM-1:00 PM. (SPANISH). Thursday 6:00 PM – 10:00 PM (English), Saturday 9:00 AM – 1:00 PM; 2255 W. Northern Ave. B100, 85021. Wednesday 6:00 PM-10:00 PM. Saturday 9:00 AM-1:00 PM. 602-263-4244 for both locations.

NORTH VALLEY

Paradise Valley

Phoenix Interfaith Counseling – 12835 N. 32nd St. 85032. (602-992-7521). Saturday 9:00 AM-1:00 PM.

Planned Parenthood of Central and Northern Arizona – 3929 E. Bell Rd. 85032 (602-263-4244). Monday 6:00 PM-10:00 PM. Saturday 9:00 AM-1:00 PM

NORTHEAST VALLEY

Scottsdale

Arizona Counseling and Education – 16630 N. Scottsdale Rd, 85254. (Sleep Inn) (480-839-9400) Monday 6:00 PM-10:00 PM www.ace4az.org

Arizona Interfaith Counseling – 15152 N. Frank Lloyd Wright Blvd., 85260. (480-969-2783) Friday 12:00 PM–4:00 PM

Center for Families in Transition – 8655 E. Via De Ventura, Ste. G-235, 85258. (602-694-4906) or www.centerforfamilies.net. First and 3rd Tuesday of month 4:30 PM-8:30 PM. Second Saturday of month 8:30 AM-12:30 PM (Spanish).

Devereux Arizona – 6436 E. Sweetwater, 85254. (602-896-3106) 1st Saturday of month 9:00 AM-1:00 PM.

NORTHWEST VALLEY

Peoria

Advanced Counseling Center – 8615 W. Peoria Ave., #7, 85345 (602-252-9048) Saturday 9:00 AM-1:00 PM.

Western Judicial Services – 8401 W Monroe, 85345 (Peoria Municipal Court) Monday 5:30 PM-9:30 PM.; Tolleson – 9550 W. Van Buren, Suite 18, Thursday 5:30 PM – 9:30 PM: Spanish class is held on 4th Thursday of the month 5:30 PM – 9:30 PM. Both locations (623) 936-8828.

ALL OF THE ABOVE PROVIDERS ARE REQUIRED TO ACCOMMODATE THE NEEDS OF SPANISH SPEAKING CLIENTS.

SPECIAL NEEDS OR ACCOMMODATIONS

If, due to a disability, language problem, or other special need, you have difficulty finding a Parent Information Class that can accommodate you, please contact the Maricopa County Parent Information Program office, telephone number (602)506-1448, for assistance.

PLEASE NOTE: You do NOT attend the class with the other parent. As a precaution against any type of abuse or harassment, you and the other parent **MUST** attend **SEPARATE** classes. You may each take the class from the same agency, but **NOT** at the same time.

You may choose which class you want to attend. The court will not assign you to attend a specific class. If you are led to believe otherwise, please contact the Parent Information Program office at 602-506-1448.

SELF-SERVICE CENTER

PROCEDURES: HOW TO FILE PAPERS WITH THE COURT TO ESTABLISH PARENTING TIME (formerly known as "Visitation") WHEN PATERNITY AND CUSTODY HAVE ALREADY BEEN ESTABLISHED

STEP 1: Make **1** copy of the *"Family Court Cover Sheet"* after you have filled it out.

Make **2** copies of the following documents after you have filled them out:

- *"Summons"*
- *"Order and Notice for the Parent Information Program"*

Make **4** copies of the *"Petition to Establish First Court Order for Parenting Time"* after you have filled it out.

STEP 2: SEPARATE YOUR DOCUMENTS INTO FIVE (5) SETS:

SET 1 - ORIGINALS FOR CLERK OF COURT: <ul style="list-style-type: none">• <i>"Family Court Cover Sheet"</i>• <i>"Summons"</i>• <i>"Petition to Establish First Court Order for Parenting Time"</i>• <i>"Order and Notice for Parent Information Program"</i>	SET 2 - COPIES FOR OTHER PARTY: <ul style="list-style-type: none">• <i>"Summons"</i>• <i>"Petition to Establish First Court Order for Parenting Time"</i>• <i>"Order and Notice for Parent Information Program"</i>
SET 3 - COPIES FOR YOU: <ul style="list-style-type: none">• <i>"Family Court Cover Sheet"</i>• <i>"Summons"</i>• <i>"Petition to Establish First Court Order for Parenting Time"</i>• <i>"Order and Notice for Parent Information Program"</i>	SET 4 - COPIES FOR COURT ADMINISTRATION: <ul style="list-style-type: none">• <i>"Petition to Establish First Court Order for Parenting Time"</i> SET 5 - COPIES FOR THE ASSIGNED JUDGE: <ul style="list-style-type: none">• <i>"Petition to Establish First Court Order for Parenting Time"</i>

STEP 3: FILE THE PAPERS AT THE COURT:

GO TO: **GO TO THE COURT TO FILE YOUR PAPERS:** The court is open from 8am-5pm, Monday-Friday. **You should go to the court at least two hours before it closes.** You may file your court papers at the following Superior Court locations:

The Clerk of the Superior Court
Central Court Building
201 West Jefferson, 1st floor
Phoenix, Arizona 85003

The Clerk of the Superior Court
Southeast Court Facility
222 East Javelina Drive, 1st floor
Mesa, Arizona 85210

The Clerk of the Superior Court
NorthWest Court Facility
14264 West Tierra Buena Lane
Surprise, Arizona 85374

FILE: Go to the Clerk of the Court filing counter at the location where you will file your papers.

FEES: There is a filing fee and service fees for all Petitions. If you are entitled to a fee deferral (postponement or payment plan), you may request a deferral of the filing fees (and the Sheriff's service fees if you intend to use the Sheriff's Office for service) at the time you file your papers with the Clerk of the Court. The Self-Service Center and the Filing Counter have the deferral forms.

PAPERS: Hand all five (5) sets of your court papers to the Clerk along with cash, check or a money order for the filing fee of \$166.00.

MAKE SURE YOU GET THE FOLLOWING BACK FROM THE CLERK:

- ✓ Your Set of **Copies**
- ✓ The Other Party's Set of **Copies**
- ✓ The **Copies** for Court Administration
- ✓ The **Copies** for the assigned judge

STEP 4: Take the copies for **Court Administration and the assigned judge to:**

In Phoenix: Family Court Administration
Central Court Building, sixth (6th) floor
201 W. Jefferson.

In Mesa: Court Administration
Southeast Judicial Complex, second (2nd) floor
222 E. Javelina Drive

In Surprise: Court Administration
Northwest Regional Court Facility
14264 West Tierra Buena Lane

Court Administration is Open Monday through Friday, 8am until 5pm. Court Administration will keep one of the copies, and forward the other copy to your assigned judge.

STEP 5: Read the packet at the Self-Service Center called "Service of Court Papers" that applies to your situation. This will explain how to serve the other party. Remember to file your Affidavit, Waiver or Acceptance of Service as soon as the Respondent is served.